



Wyoming Department of Education

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MEMORANDUM NO. 2009-109

TO: School District Superintendents
School Principals

FROM: Shannon Cranmore
Data Analyst/EDEN Coordinator
Technology, Careers, and Data

DATE: August 14, 2009

SUBJECT: Data Collection Forum

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Partnering to Reduce Data Collection Burden

Please share this information with all office and program staff

Quality decisions rely on quality data and information, but quality data is not without cost. Recent federal and state initiatives have required an increase in data collection. With this in mind, it has been proven in the past that the data collection burden on districts can sometimes be reduced when district stakeholders provide feedback on improving current Wyoming Department of Education (WDE) data collection content, tools and procedures.

With this in mind, the WDE has decided to reestablish a forum where data collection and reporting can be discussed in a formal and interactive setting. The Data Collection Forum (DCF) will meet once a month via the WEN and specific topics for each monthly meeting will vary. Agendas will be sent at least one month prior to the next scheduled meeting, and the agendas will be determined by an agenda setting committee that has been established. This committee includes representation of six school districts and five WDE personnel. Agendas and topics will be highly dependent upon district feedback, comments, questions and suggestions.

In general, this forum will enhance opportunities for the WDE to share information about upcoming collections or new data reporting guidance. This forum will also allow WDE and district personnel to work collaboratively in

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addressing data needs, wants and issues and work together to problem solve and offer assistance.

The DCF meeting will be OPEN attendance for all WDE, district and school staff members; however, we would like each school district to appoint at least one designated Data Collection Forum contact person. This will provide the WDE with an appropriate centralized contact(s) to send agendas or information to and who can then forward the information to the correct individuals within your district to ensure that the district and school staff receives only the information they need.

Once your district establishes one or more Data Collection Forum contacts, please forward their contact information (name, email and phone #) to Shannon Cranmore at scrnm@educ.state.wy.us or 307-777-6245 **no later than Friday, August 21.**

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